



CITY OF PHILADELPHIA

PROCUREMENT DEPARTMENT
120 Municipal Services Building
Philadelphia, PA 19102-1685
(215) 686-4750
FAX (215) 686-4728

Hugh Ortman
Procurement Commissioner

Dear Prospective City Vendor:

Thank you for your interest in doing business with the City of Philadelphia. Attached is an application for placement on our Bid Announcement List.

If you are new to doing business with the City of Philadelphia, we have revised our application form to accommodate businesses providing Services, Supplies and Equipment as well as Public Works' contractors. If you are a general Service, Supply, and Equipment vendor, once you complete the application form and are on the Bid Announcement List, you will receive bid and/or proposal notices and information on how to obtain a bid in those categories for which you have registered. If you are a Public Works contractor, once you are on the announcement list, you will receive notices of upcoming bid opportunities and information on where to purchase bid packages in those categories for which you have registered.

Bonding: Service, Supply, and Equipment Vendors

For Service, Supply and Equipment Bids, City Charter provisions currently require a security bond on all bids greater than \$30,000. For bids greater than \$500,000, the bonding requirement must be met by accompanying each bid with a certified check in the amount stated in the bid, or a bond on the form included in the bid. For bids totaling \$500,000 or **less**, vendors may submit with the bid, a certified check amount from the schedule included in the bid package or they may enroll in the Master Bid Security Program. The Master Bid Security Program provides a security bond guarantee for a specified period (one or two fiscal years) and covers appropriate bids submitted during that time. The program **does not** cover Professional Consulting Services, Public Works, or Construction and Demolition (wrecking and building removal). To enroll in the program, please complete the tear off section of this letter and submit it with a non-refundable check (**no personal checks**) payable to the City of Philadelphia in the amount set forth below.

Fiscal Year 2013 & 2012 (**Covers July 1, 2012 - June 30, 2014**) - \$200.00

This check is required at least one day **prior to the bid opening date**. If you are interested in this option, you are encouraged to send a check at this time. **If you do not become a participant in the program at this time, you may still submit this application;** however, as stated above, when submitting a bid it must be accompanied by a certified check in the amount specified in the Terms and Conditions of Bidding.

Bonding: Public Works Contractor

For Public Works' bids, the Master Bid Security does **not** apply. The law requires a bid bond in the amount of 10% of the gross amount of the bid. Each Public Works' bid also requires the completion of a "Questionnaire and Financial Statement" for vendors to qualify as bidders. A bid bond is then submitted along with the bid. This information is also included in the Standard Contract Requirements Supplemental Provision No. 5 (Revised) found in each Public Works Specification.

OEO (formerly MBEC) Registration

Minority, female, or disabled-owned certified businesses are eligible for registration by the Office of Economic Opportunity/OEO (formerly Minority Business Enterprise Council/MBEC). To register please contact OEO at (215)683-2000 or visit their website at www.phila.gov/oeo.

Address Update

PLEASE NOTE that if you move or wish to change any information, please forward the changes on company letterhead for our files.

Additional Information

The Procurement Department offers several publications to supplement your knowledge of purchasing practices and City ordinances. For additional information on these materials or any other issues please feel free to contact the Procurement Department's Public Information Unit at (215) 686-4720; or visit our Web Site at www.phila.gov/bids for current bid listings and Procurement forms. Once again, thank you for your interest in doing business with the City of Philadelphia.

Sincerely,

Hugh Ortman
Procurement Commissioner

IF A RECEIPT IS REQUESTED, PLEASE ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE

Forward Check with Application to
CITY OF PHILADELPHIA
MASTER BID SECURITY PROGRAM
170A Municipal Services Building
Philadelphia, PA 19102-1685

Company: _____

Fed EIN/SSN: _____

Street Address: _____

City, State, Zip: _____

Contact Person: _____

E Mail Address: _____

Telephone No: (____) _____ **Fax No:** (____) _____

A. Check payable to the City of Philadelphia in the amount of \$200.00 for 7/1/12 to 6/30/14

DO NOT SEND CASH. NO PERSONAL CHECKS.

Internal Use Only

Rcvd. ___/___/___ Pymt. Type _____ Ck. Amt. \$ _____ Ck.# _____



**BID ANNOUNCEMENT LIST APPLICATION
 CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
 MUNICIPAL SERVICES BUILDING - ROOM 170
 1401 JOHN F. KENNEDY BOULEVARD
 PHILADELPHIA, PA 19102-1685
 PHONE: (215) 686-4720; FAX: (215) 686-4716**

Service, Supply & Equipment Bids are available through our Web Site at www.phila.gov/contracts, once there click under “Bids Online”; or you could access professional services by clicking under “eContract Philly”

SECTION A - GENERAL INFORMATION/MAILING ADDRESSES – PLEASE TYPE OR PRINT CLEARLY

NAME OF BUSINESS _____

FEDERAL TAX ID NUMBER (OR SOCIAL SECURITY NUMBER) _____

◆ **MAILING ADDRESS (FOR BIDS AND PURCHASE ORDERS) PLEASE GIVE PHYSICAL ADDRESS. NO PO BOXES.**

ADDRESS LINE 1 _____

ADDRESS LINE 2 _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____

TELEPHONE _____ FAX _____

◆ **EMAIL ADDRESS _____ WEB ADDRESS _____**

◆ **PAYMENT ADDRESS (IF DIFFERENT FROM ABOVE)**

ADDRESS LINE 1 _____

ADDRESS LINE 2 _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____

TELEPHONE _____ FAX _____

◆ **CORPORATE HEADQUARTERS (IF DIFFERENT FROM ABOVE)**

ADDRESS LINE 1 _____

ADDRESS LINE 2 _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____

TELEPHONE _____ FAX _____

SECTION B - COMMODITY CODE LISTINGS - LIMITED TO 12

PLEASE REFER TO THE ATTACHED COMMODITY CODE LIST. LIST THE CATEGORIES IN WHICH YOU WISH TO BID.

1		4		7		10	
2		5		8		11	
3		6		9		12	

SECTION C - CERTIFICATION STATUS

1. ARE YOU REGISTERED BY THE OFFICE OF ECONOMIC OPPORTUNITY (FORMERLY MINORITY BUSINESS ENTERPRISE COUNCIL) AS A MBE/MINORITY OWNED, WBE/FEMALE OWNED OR DSBE/DISABLE OWNED BUSINESS? YES _____ NO _____
2. IF YES, INDICATE YOUR REGISTRATION NUMBER _____
3. ARE YOU REGISTERED AS AN SBA WITH THE U.S. SMALL BUSINESS ADMINISTRATION (NOW CCR)? YES _____ NO _____

NAME OF PERSON COMPLETING THIS FORM _____

TITLE _____

SIGNATURE _____ DATE _____

By signing this form, you verify that all information submitted to the City of Philadelphia is true and correct and you are notified that the submission of false information by you is subject to the penalties of 18 Pa.C.S Section 4904 relating to unsworn falsification to authorities.

PLEASE FAX OR MAIL TO ABOVE ADDRESS

CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT

**COMMODITY GROUP LISTING
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Agricultural and Botanical Equipment 11
Agricultural and Botanical Materials and Supplies 6
Animal, Livestock and Marine Life Materials and Supplies 6
Artist, Photographic and Precision Material and Supplies 10

Books and Publications, Maps, Flags 6
Building and Construction Materials and Supplies 6-7

Canvas and Tentage 7
Care of Individuals 6
Catering 3
Chemicals and Gases 7
Cleaning and Laundering 3
Cleaning and Sealing of Vacated Buildings 5
Commercial Software License 3
Computer Equipment 13
Computer Hardware Maintenance and Repair Service 5
Concessions 3
Construction, Contractor (See Public Works Construction) 14
Construction, Dredging, Conveying and Hoisting Equipment 11

Delivery, Messenger Service 6
Demolition of Buildings 5
Diesel, Fuel and Gases 11
Dining Room and Kitchen Equipment 11
Dining Room and Kitchen Materials, Supplies and Parts 6

Electrical and Communication Materials and Supplies 7-8
Electrical Lighting and Communication Equipment 11-12
Electrical, Contractors (See Public Works Construction) 14
Emergency and Safety Material Parts and Supplies 8

Firefighting and Emergency Equipment 12
Food 8
Fuel - Heating and Lighting 8
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General Equipment and Machinery 12
General Equipment and Machinery Parts 8

Hardware and Industrial Supplies 8-9
Hospital and Laboratory Equipment 12
Hospital and Laboratory Materials, Parts and Supplies 9
HVAC, Contractor (See Public Works Construction) 14

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Janitorial and Laundry Equipment 12
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Transportation.....	3
Utilities.....	3
Vehicles.....	13
Wearing Apparel, Notions and Dry Goods.....	7

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
COMMODITY GROUP LISTING**

CLEANING AND LAUNDERING

20110 DRY CLEANING
20111 DRY CLEANING FOR CAMP WILLIAM PENN
20120 DRAPERY CLEANING
20130 RUG AND CARPET CLEANING
20140 LAUNDRY AND LINEN SERVICE
20145 BIRD CONTROL
20150 EXTERMINATING SERVICE
20151 AERIAL SPRAY SERVICE
20160 DISINFECTING SERVICE

JANITORIAL SERVICES

20210 JANITORIAL SERVICE - GENERAL
20211 JANITORIAL SERVICE - COMPUTER ROOMS
20212 DEODORIZING AND DISINFECTING
SERVICE
20214 CLEANING OF KITCHEN EXHAUST
SYSTEMS
20220 DETERGENT SERVICE
20230 WINDOW WASHING
20231 EXTERIOR CLEANING
20240 WASHING OF AUTOMOTIVE EQUIPMENT

CONCESSIONS

20300 GENERAL CONCESSIONS
20301 FOOD AND VENDING CONCESSIONS
20302 FOOD SERVICES, NUTRITION
MANAGEMENT CONCESSIONS
20303 BIKE AND BOAT CONCESSIONS
20304 TRANSIT SHELTERS CONCESSIONS
20305 PARKING CONCESSIONS
20306 MOBILE REFRESHMENT CONCESSIONS
20307 NEWS, GIFT, BOOK, CARD SHOP
CONCESSIONS
20308 VENDING MACHINE CONCESSIONS
20309 TRAVEL AGENCY CONCESSIONS
20310 LONG DISTANCE PHONE SERVICES
CONCESSIONS
20311 TELEPHONE - OPERATOR SERVICE AND
LONG DISTANCE
20312 OFFICE WASTE RECYCLING
20313 RESIDENTIAL WASTE RECYCLING
20314 NARRATED TROLLEY TOUR
20315 COIN OPERATED COPIER SERVICE
20316 GOLF COURSE CONCESSION
20317 BETSY ROSS HOUSE CONCESSION
20318 MANAGE, OPERATE, PROMOTE, MARKET
CONCESSION FACILITIES
20319 MARKET, SELL AND DISTRIBUTE COMPOST
AND DERIVATIVE PRODUCTS

**REFUSE, GARBAGE, SILT AND SLUDGE
REMOVAL**

20510 TRASH AND GARBAGE REMOVAL
20511 SLUDGE REMOVAL
20530 OIL WASTE REMOVAL
20540 HAULING AND DISPOSAL OF RESIDUE
20550 HAZARDOUS WASTE REMOVAL

TELECOMMUNICATION SERVICES

20910 TELECOMMUNICATION SYSTEM SERVICES
20940 CELLULAR TELEPHONE SERVICE

TRANSPORTATION

21130 TAXICAB SERVICE
21140 AMBULANCE SERVICE

COMMERCIAL SOFTWARE LICENSE

21610 COMMERCIAL OFF-THE-SHELF
SOFTWARE LICENSE

UTILITIES

22000 ELECTRICITY/STEAM
22100 NATURAL GAS SERVICE

CATERING

23020 CATERING SERVICE

WEATHER FORECASTING SERVICE

24500 WEATHER FORECASTING

PROFESSIONAL AND SPECIALIZED SERVICES

25000 PROFESSIONAL SERVICES - GENERAL
25001 PRISON FOOD SERVICE
25002 BUILDING MANAGEMENT SERVICE
25003 RECORD COPYING SERVICE
25006 TRANSLATORS AND INTERPRETERS
25007 VIDEOCONFERENCING
25009 INVESTIGATIVE SERVICES
25011 ACOUSTICAL SERVICE
25028 HELICOPTER CHARTER SERVICE
25030 PARKING LOT ATTENDANT SERVICE

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
COMMODITY GROUP LISTING**

**PROFESSIONAL AND SPECIALIZED SERVICES
(CONT'D)**

25031 SECURITY GUARD SERVICE
25032 WATCHMAN SERVICE
25033 LOCKSMITH SERVICE
25034 REPAIRS TO INTERCOM AND PAGING
SYSTEMS
25040 BOOK BINDING
25041 LABELING SERVICE
25043 MICROFICHE, FILM SERVICE
25044 DELINQUENT ACCOUNT COLLECTION
SERVICE
25047 KEYPUNCH SERVICE
25048 GLASS BLOWING SERVICE
25049 PHOTOGRAPHIC SERVICE
25050 LANDSCAPING SERVICE
25051 TREE SERVICE
25052 SWIMMING POOL SERVICE
25060 MICROFILM STORAGE
25064 VETERINARY SERVICE
25065 BARBER CLIPPER REPAIR SERVICE
25071 PRESS CLIPPING SERVICE
25073 RADIATION FILM BADGE SERVICE
25074 TOWING SERVICE
25080 AERIAL PHOTOGRAPHY
25081 ARMORED CAR SERVICE
25084 LABORATORY TESTING SERVICE
25085 MOVING AND RIGGING
25086 DIVING SERVICE
25087 TEST BORINGS
25089 PHARMACY SERVICE
25090 PIANO TUNING
25093 TRAFFIC LINE MARKING
25094 CORROSION CONTROL SERVICE
25096 TRAFFIC SIGN REFURBISHING
25098 ASBESTOS TESTING
25099 ASBESTOS REMOVAL SERVICE
25100 INFORMATION TECHNOLOGY/
CUSTOMIZED & ENHANCED LICENSE
SOFTWARE
25200 ACCOUNTING AND AUDITS
25300 LEGAL SERVICE
25400 MENTAL HEALTH AND RETARDATION
SERVICE
25600 SEMINARS AND TRAINING
25700 ARCHITECT AND ENGINEERING SERVICE
25800 COURT REPORTERS
25900 ARBITRATION SERVICE

MAINTENANCE AND REPAIR SERVICES

26000 AIR COMPRESSOR MAINT/REPAIR
26001 DICTATION, TRANSCRIPTION EQUIPMENT
MAINT/REPAIR
26002 TEMPERATURE CONTROL MAINT/REPAIR

**MAINTENANCE AND REPAIR SERVICES
(CONT'D)**

26003 CHROMOGRAPHIC, SPECTROGRAPHIC
EQUIPMENT MAINT/REPAIR
26004 CHAIN LINK FENCING MAINT/REPAIR
26005 TIRE CHANGING AND REPAIR
26006 CAMERA EQUIPMENT MAINT/REPAIR
26007 FAX MACHINE MAINT/REPAIR
26008 ADDING MACHINE MAINT/REPAIR
26009 WORD PROCESSING EQUIPMENT
MAINT/REPAIR
26010 BICYCLE MAINT/REPAIR
26011 FURNITURE REFINISHING AND
UPHOLSTERING
26012 OFFICE MACHINE MAINT/REPAIR
26013 MICROFILM MACHINE MAINT/REPAIR
26014 PHOTOCOPY EQUIPMENT MAINT/REPAIR
26015 TYPEWRITER EQUIPMENT MAINT/REPAIR
26016 ELECTRICAL SYSTEM MAINT/REPAIR
26017 GROUTING WORK
26018 ADDRESSING EQUIPMENT MAINT/REPAIR
26019 DUPLICATING EQUIPMENT MAINT/REPAIR
26020 VOTING MACHINE MACHINE/REPAIR
26021 BUS MAINT/REPAIR
26022 AUTOMOTIVE, TRUCK ENGINE
MAINT/REPAIR
26023 RADIATOR MAINT/REPAIR
26024 AUTOMOTIVE SPRING MAINT/REPAIR
26025 AUTOMOTIVE TRANSMISSION
MAINT/REPAIR
26026 SPEEDOMETER MAINT/REPAIR
26027 AUTOMOTIVE TRUCK BODY
MAINT/REPAIR
26028 TIME CLOCK MAINT/REPAIR
26029 SPRINKLER SYSTEM MAINT/REPAIR
26030 HVAC SYSTEM MAINT/REPAIR
26031 BOILER MAINT/REPAIR
26032 GLASS MAINT/REPAIR
26033 ELEVATOR AND ESCALATOR
MAINT/REPAIR
26034 LIGHTING AND LIGHT FIXTURE
MAINT/REPAIR
26035 OIL BURNER MAINT/REPAIR
26036 BOILER TUBE MAINT/REPAIR
26037 WELDING EQUIPMENT MAINT/REPAIR
26038 SEPTIC TANK MAINT/REPAIR
26039 FUEL OIL TANK MAINT/REPAIR
26040 PUMP MAINT/REPAIR
26041 REFRIGERATION SYSTEM MAINT/REPAIR
26042 FIRE EXTINGUISHER SERVICE
26043 WHEEL ALIGNMENT MACHINE
MAINT/REPAIR
26044 KITCHEN EQUIPMENT MAINT/REPAIR

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
COMMODITY GROUP LISTING**

**MAINTENANCE AND REPAIR SERVICES
(CONT'D)**

26045 EMERGENCY BELT SPLICING
MAINT/REPAIR
26046 GENERAL CONSTRUCTION - REPAIR
26047 DRINKING WATER EQUIPMENT
MAINT/REPAIR
26048 DENTAL EQUIPMENT MAINT/REPAIR
26049 FLOOR SURFACE MACHINE MAINT/REPAIR
26050 BOAT MAINT/REPAIR
26051 OVERHEAD DOOR MAINT/REPAIR
26052 ELECTRIC MOTOR MAINT/REPAIR
26053 STERILIZING EQUIPMENT MAINT/REPAIR
26054 LABORATORY EQUIPMENT MAINT/REPAIR
26055 SEWER AND DRAIN CLEANING EQUIPMENT
MAINT/REPAIR
26056 RAILROAD TRACK AND EQUIPMENT
MAINT/REPAIR
26057 AIR AND HYDRAULIC CYLINDER
MAINT/REPAIR
26059 STEAM CLEANING EQUIPMENT
MAINT/REPAIR
26060 INSULATION WORK
26061 MUSICAL INSTRUMENT MAINT/REPAIR
26062 MASONRY WORK
26063 PAINTING WORK
26064 X-RAY EQUIPMENT MAINT/REPAIR
26065 RADIO EQUIPMENT MAINT/REPAIR
26066 CHEMICAL TANK MAINT/REP
26067 SCALE MAINT/REPAIR
26068 HEAVY CONSTRUCTION EQUIPMENT
MAINT/REPAIR
26069 PLUMBING SYSTEM MAINT/REPAIR
26070 ROYER SCREEN AND SHREDDER
MAINT/REPAIR
26071 AUTOMOTIVE SEAT COVER MAINT/REPAIR
26072 HOSPITAL EQUIPMENT MAINT/REPAIR
26073 AUTOMOTIVE PAINTING
26074 FIRE, BURGLAR ALARM MAINT/REPAIR
26075 AUTOMOTIVE, TRUCK REAR ASSEMBLY
MAINT/REPAIR
26076 ROOFING WORK
26077 MICROSCOPE MAINT/REPAIR
26078 STUCCO, POINTING WORK
26079 REFILL GAS CYLINDERS
26080 MECHANICAL HAND STAMP
MAINT/REPAIR
26081 BRAKE RELINING/BRAKE MAINT/REPAIR
26082 CARPENTRY WORK
26083 FORKLIFT TRUCK MAINT/REPAIR
26084 OVERHEAD CRANE MAINT/REPAIR
26085 MOTORCYCLE MAINT/REPAIR
26086 TRUCK MAINT/REPAIR
26087 SOUND EQUIPMENT MAINT/REPAIR

**MAINTENANCE AND REPAIR SERVICES
(CONT'D)**

26088 LEAK DETECTION AND MAINT/REPAIR
26089 GENERAL MAINT/REPAIR SERVICE-N.O.C.
26090 HEAVY MACHINERY MAINT/REPAIR
26091 TRAFFIC SAFETY SYSTEM MAINT/REPAIR
26092 GALVANIZING
26093 SAW SHARPENING
26094 SHEET METAL WORK
26095 AUDIO, VIDEO EQUIPMENT MAINT/REPAIR
26096 CLOSED CIRCUIT TELEVISION
MAINT/REPAIR
26097 ELECTRIC METER MAINT/REPAIR
26098 LAUNDRY EQUIPMENT MAINT/REPAIR
26099 WELDING WORK

**REPAVING, REPAIRING AND RESURFACING OF
STREET**

26110 STREET PAVING
26120 CURBS AND CURBING

DEMOLITION OF BUILDINGS

26210 BUILDING DEMOLITION

**CLEANING AND SEALING OF VACATED
BUILDINGS**

26310 CLEANING AND SEALING OF VACATED
BUILDINGS AND/OR LOTS

REFURBISHING SCULPTURES

26510 METAL CLEANING - STATUES

**COMPUTER HARDWARE MAINTENANCE
AND REPAIR SERVICE**

26610 HARDWARE AND SOFTWARE
MAINT/REPAIR

LEASES AND RENTALS

28210 COMPUTER EQUIPMENT
LEASE/RENTAL
28501 CONFERENCE MEETING EQUIPMENT
LEASE/RENTAL
28502 ICE MACHINES LEASE/RENTAL
28503 PORTABLE LAVATORY LEASE/RENTAL

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
COMMODITY GROUP LISTING**

**LEASES AND RENTALS
(CONT'D)**

28504 UNIFORM LEASE/RENTAL
28505 RADIO PAGER LEASE/RENTAL
28506 SCAFFOLDING LEASE/RENTAL
28509 SEWER CLEANING EQUIPMENT
LEASE/RENTAL
28511 PUMP LEASE/RENTAL
28512 CLEANING MACHINE LEASE/RENTAL
28520 TARPULIN TOWEL LEASE/RENTAL
28521 CONTINUOUS TOWEL LEASE/RENTAL
28522 WIPING CLOTH LEASE/RENTAL
28523 FILM LEASE/RENTAL
28525 MOP LEASE/RENTAL - WET, DRY
28540 BUS LEASE/RENTAL
28541 LOADER LEASE/RENTAL
28542 AUTOMOBILE LEASE/RENTAL
28544 TRUCK LEASE/RENTAL
28545 FORKLIFT LEASE/RENTAL
28546 HEAVY CONSTRUCTION EQUIPMENT
LEASE/RENTAL
28550 PHOTOCOPY EQUIPMENT
LEASE/EQUIPMENT
28552 TYPEWRITER LEASE/RENTAL
28553 AUDIO VISUAL EQUIPMENT
LEASE/RENTAL
28554 OFFICE FURNITURE LEASE/RENTAL
28555 WATER COOLER LEASE/RENTAL
28556 MEDICAL EQUIPMENT LEASE/RENTAL
28558 PHOTOGRAPHIC EQUIPMENT
LEASE/RENTAL
28559 WORD PROCESSING EQUIPMENT
LEASE/RENTAL
28561 SNOW REMOVAL - AIRPORTS AND
HIGHWAYS
28570 TRASH CONTAINER LEASE/RENTAL
28571 COMMUNICATIONS EQUIPMENT
LEASE/RENTAL
28572 GENERATORS LEASE/RENTALS
28573 MAILING EQUIPMENT LEASE/RENTALS
28599 GENERAL LEASE/RENTALS

CARE OF INDIVIDUALS

29000 CARE OF INDIVIDUALS
29100 DAY CARE

DELIVERY, MESSENGER SERVICE

29540 MAILING SERVICE
29541 PRESORT MAILING SERVICE
29542 OVERNIGHT COURIER

**AGRICULTURAL AND BOTANICAL MATERIALS
AND SUPPLIES**

30110 GARDEN AND LAWN SUPPLIES
30120 SEEDS, FERTILIZERS AND ACCESSORIES
30125 TREES, PLANTS AND SHRUBS

**ANIMAL, LIVESTOCK AND MARINE LIFE
MATERIALS AND SUPPLIES**

30220 FORAGE
30240 DOG SUPPLIES
30241 HORSE SUPPLIES
30250 VETERINARY SUPPLIES

**DINING ROOM AND KITCHEN MATERIALS,
SUPPLIES AND PARTS**

30320 HOUSE FURNISHING - TABLEWARE,
COOKWARE

BOOKS AND PUBLICATIONS, MAPS, FLAGS

30420 BOOKS
30430 MAPS
30440 FLAGS, POLES AND STANDS
30442 WARNING FLAGS
30450 COMMEMORATIVE ARTICLES
30451 TROPHIES/GRAVE MARKERS

**BUILDING AND CONSTRUCTION MATERIALS
AND SUPPLIES**

30502 CEILING COMPONENTS
30504 FILTER SAND
30505 SAND AND GRAVEL
30510 MASONRY MATERIAL
30511 STONE AND TRAP ROCK
30512 CONCRETE BLOCK
30513 BUILDING AND PAVING BRICK
30514 FIREBRICK AND REFRACTORY MATERIALS
30515 BITUMINOUS MATERIALS AND ASPHALT
PRODUCTS
30516 ROOFING MATERIALS
30518 FLOOR AND CEILING TILES
30519 FOUNDRY MATERIALS
30520 INSULATING MATERIALS
30521 CORK PRODUCTS
30522 BUILDING MATERIALS
30530 LUMBER AND RELATED MATERIALS
30531 WOOD CHIPS

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
COMMODITY GROUP LISTING**

**BUILDING AND CONSTRUCTION MATERIALS
AND SUPPLIES (CONT'D)**

30541 METAL DOORS
30542 STORM WINDOWS AND DOORS
30543 WOODEN POLES
30550 NON-FERROUS METALS
30551 ALUMINUM
30552 ALUMINUM EXTRUSIONS
30553 FERROUS METALS
30554 LEAD AND BABBITT METALS
30555 GRATINGS
30560 WIRE SPECIALTIES - NON-ELECTRICAL
30561 WIRE ROPE
30562 FENCING MATERIALS AND ACCESSORIES
30570 GLASS
30571 PLASTICS
30572 LAMINATING MATERIALS
30580 PAINT AND RELATED MATERIALS
30581 AUTOMOTIVE PAINT AND RELATED
MATERIALS
30583 TRAFFIC MARKING COMPOUNDS AND
SOLVENTS
30585 WOOD PRESERVATIVES
30586 REFLECTIVE MATERIALS
30590 ADHESIVES AND CEMENTS

CHEMICALS AND GASES

30710 ANTI-FREEZE
30711 RUNWAY DE-ICER
30720 CHEMICALS
30721 LAB CHEMICALS AND REAGENTS
30723 ROCK SALT
30724 SOLVENTS
30730 WATER TREATMENT CHEMICALS
30731 DEGREASERS
30740 FIRE EXTINGUISHER CHARGES AND FOAM
AGENTS
30750 INDUSTRIAL AND LAB GASES
30751 REFRIGERANT GASES

**WEARING APPAREL, NOTIONS AND DRY
GOODS**

30810 BADGES AND HOLDERS, PINS
30811 HOSPITAL DRY GOODS
30812 DECALS
30813 CLOTH INSIGNIA
30820 BEDDING AND ACCESSORIES
30830 CLOTHING (MISC. WEARING APPAREL)
30831 MEDICAL UNIFORMS
30832 WORK CLOTHES

**WEARING APPAREL, NOTIONS AND DRY
GOODS (CONT'D)**

30833 RAINWEAR
30834 UNIFORM SHIRTS
30835 UNIFORM APPAREL AND CAPS
30836 GARMENTS WITH CUSTOM PRINTING
30837 GLOVES
30838 LEATHER ACCESSORIES
30841 SHOES AND SLIPPERS, NON-UNIFORM
30842 SHOES, UNIFORM
30843 SHOES, SAFETY
30850 UPHOLSTERY SUPPLIES
30851 BURLAP
30852 FELT
30860 SHOE FINDINGS
30861 SEWING SUPPLIES
30871 HOSPITAL SUPPLIES
30872 LAUNDRY BAGS AND CLOTH SUPPLIES
30880 YARD GOODS
30885 SILK SCREENING FABRIC
30890 SAFETY APPAREL
30891 WORK GLOVES
30895 SCISSORS AND SHEARS

CANVAS AND TENTAGE

30910 CANVAS, TENTAGE AND DUCK
30920 ROPE AND CORDAGE
30930 BELTING
30931 CHAMOIS
30932 LEATHER
30933 RUBBER MATTING
30934 PLASTIC YARDAGE

**ELECTRICAL AND COMMUNICATION
MATERIALS AND SUPPLIES**

31010 GENERAL ELECTRICAL SUPPLIES
31012 PORTABLE AND STRIP HEATERS
31020 ELECTRIC WIRE AND CABLES
31030 ELECTRONIC AND COMMUNICATION
SUPPLIES
31031 TELEPHONE PARTS AND SUPPLIES
31033 RADIO PARTS AND SUPPLIES
31034 ELECTRIC SIGNS
31035 AUDIO VISUAL PARTS AND SUPPLIES
31050 STREET LIGHTING AND TRAFFIC CONTROL
PRODUCTS
31051 STREET LIGHTING POLES AND BRACKETS
31052 TRAFFIC SIGNAL PARTS AND SUPPLIES
31053 STAGE LIGHTING SUPPLIES
31062 AIRPORT LIGHTING

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
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**ELECTRICAL AND COMMUNICATION
MATERIALS AND SUPPLIES (CONT'D)**

31063 LUMINARIES
31070 POWER EQUIPMENT MATERIALS AND
SUPPLIES

**GENERAL EQUIPMENT AND MACHINERY
PARTS**

31110 COMPRESSOR PARTS
31120 BALL AND ROLLER BEARINGS
31121 ROLLER CHAIN
31122 LINKBELT AND CONVEYOR PARTS
31123 SNAP-ON PARTS
31124 DO-ALL PARTS
31125 ROYER SCREENING PARTS
31130 OVERHEAD CRANE PARTS
31131 CONSTRUCTION EQUIPMENT PARTS
31134 PUMP AND COMPRESSOR PARTS
31140 AGRICULTURAL EQUIPMENT PARTS
31141 SPRAYER PARTS
31142 SEWER CLEANING EQUIPMENT PARTS
31150 GASOLINE GENERATOR PARTS
31160 MACHINERY PARTS
31161 SPECIAL CAST MACHINE PARTS
31170 VOTING MACHINE PARTS
31180 LAWN MOWER PARTS

**EMERGENCY AND SAFETY MATERIAL PARTS
AND SUPPLIES**

31210 SAFETY PRODUCTS - NON-APPAREL
31211 OXYGEN APPARATUS
31220 FIRE EXTINGUISHERS
31221 FIRE HOSE FITTINGS
31224 FIRE HYDRANT PARTS
31225 FIRE PROTECTION PRODUCTS, EXCLUDING
HOSE
31230 AMMUNITION
31231 POLICE NIGHTSTICKS
31232 RESTRAINING DEVICES
31240 FIRE, BURGLAR ALARM PARTS

FOOD

31310 BEVERAGE BASES
31311 GROCERIES
31312 COFFEE
31313 SODA
31314 COFFEE SERVICE
31315 JUICES

FOOD (CONT'D)

31320 CHEESE AND OLEO
31321 EGGS
31322 FRESH MILK AND CREAM
31324 LIQUID EGGS
31330 CRACKERS AND COOKIES
31331 BREAD AND ROLLS
31332 CAKES AND PIES
31334 CEREAL
31335 FROZEN FOODS
31336 FLOUR
31341 ICE CREAM
31343 NUTS
31350 MEATS
31352 FROZEN POULTRY
31353 FROZEN PORTION CONTROL COOKED
MEATS AND SEAFOOD
31354 FROZEN ENTREES
31361 CANDY
31362 SUGAR
31363 FOOD SUPPLEMENTS
31364 DOG FOOD
31365 CONDIMENTS
31366 POTATO SALAD
31370 FISH AND SEAFOOD
31391 FRESH VEGETABLES

FUEL - HEATING AND LIGHTING

31410 COAL
31411 COKE
31420 KEROSENE
31421 FUEL OIL
31430 BOILER ADDITIVE
31431 FUEL ADDITIVE
31432 FUEL OIL SOLVENT

HARDWARE AND INDUSTRIAL SUPPLIES

31610 HARDWARE
31611 STEEL WOOL
31612 NAILS AND BRADS
31613 ABRASIVES
31621 PALLETS
31630 NUTS, BOLTS AND SCREWS
31640 WELDING SUPPLIES
31641 SOLDER
31650 RECEPTACLES - TRASH CANS, WRINGER
MOPS
31660 LOCKS AND LOCK PARTS
31661 CASTERS
31662 POWDER CHARGES
31663 DOOR CLOSERS AND PARTS
31664 MASKING TAPE

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
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**HARDWARE AND INDUSTRIAL SUPPLIES
(CONT'D)**

31665 LEAD SEALS
31667 COIL CHAINS
31670 TRAFFIC CONES
31671 STEEL BANDING
31672 BARRICADES, GUARD RAILS
31673 STREET SIGNS, BRACKETS AND CAPS
31674 TRAFFIC SIGNS
31675 INFORMATIONAL SIGNS
31676 REFLECTIVE SIGN FACES
31677 SIGN POSTS
31678 ENAMEL SIGNS
31679 METAL LETTERS AND NUMBERS
31680 SEAT PARTS AND HARDWARE

**HOSPITAL AND LABORATORY MATERIALS,
PARTS AND SUPPLIES**

31709 PLASTIC VIALS
31710 SCIENCE SUPPLIES
31711 GAS CHROMATOGRAPH AND
SPECTROGRAPH SUPPLIES
31712 MEDICAL SUPPLIES
31718 LATEX GLOVES
31719 EYEGLASSES
31720 DENTAL MATERIALS AND SUPPLIES
31721 FIRST AID KITS
31722 SURGICAL DRESSINGS
31723 OPTICAL SUPPLIES
31724 ORTHOPEDIC SUPPLIES
31725 PROSTHETIC APPLIANCES
31726 CLINICAL THERMOMETERS
31727 HOSPITAL SUPPLIES
31728 SURGICAL INSTRUMENTS
31729 GLASS BOTTLES
31730 ALCOHOL
31731 ANTISERUM
31732 ANTITOXIN
31733 BLOOD DERIVATIVES
31735 DRUGS AND MEDICINES
31736 NARCOTICS
31737 INSULIN
31738 MICROSCOPE PARTS
31739 PARENTERAL SOLUTIONS
31740 VETERINARY SUPPLIES MEDICAL AND
SURGICAL
31760 X-RAY SUPPLIES, NON FILM

**JANITORIAL AND HOUSEKEEPING MATERIALS
AND SUPPLIES**

31800 PLASTIC BAGS

**JANITORIAL AND HOUSEKEEPING MATERIALS
AND SUPPLIES (CONT'D)**

31801 FLOOR SURFACING ACCESSORIES
VACUUM BAGS, MACHINE BRUSHES
CLUTCH PLATES
31802 LAUNDRY SUPPLIES
31804 STERILE WRAPS AND BAGS
31810 BROOMS
31811 BRUSHES
31814 JANITORIAL SUPPLIES
31815 MECHANICAL BROOM REFILLS
31816 WIPERS AND RAGS
31823 GRAFFITI REMOVERS
31824 SOAPS AND DETERGENTS
31840 BOXES AND CARTONS
31841 PAPER BAGS
31842 PAPER CUPS
31843 PAPER SUNDRIES
31846 DISPOSABLE GARMENTS
31850 DEODORIZERS AND DISINFECTS
31851 INSECTICIDES AND RODENTICIDES
31860 AUTOMOTIVE POLISH AND WAX
31861 FLOOR FINISH AND WAX
31870 COSMETOLOGY SUPPLIES
31871 TOILET ARTICLES
31873 TOOTHBRUSHES AND PASTE
31876 MIRRORS
31880 PICTURE FRAMES
31881 CHAIR AND TABLE PARTS
31882 DRAPERIES
31883 WINDOW SHADES AND VENETIAN BLINDS

**NAUTICAL AND AERONAUTICAL MATERIALS,
PARTS AND SUPPLIES**

31910 AERONAUTICAL SUPPLIES
31920 BOAT AND MARINE SUPPLIES

**STATIONERY AND OFFICE MATERIALS AND
SUPPLIES**

32000 BOTTLED WATER
32001 ICE
32010 BINDERS AND FILING SUPPLIES
32011 OFFICE AND STATIONERY SUPPLIES
32012 TABULATING CARDS AND ACCESSORIES
32013 CARPET PROTECTORS
32015 CROSS SECTION PAPER
32016 DATA PROCESSING-NOT TO INCLUDE
SOFTWARE
32018 BUSINESS FORMS
32019 WORD PROCESSING SUPPLIES
32020 ENVELOPES

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
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**STATIONERY AND OFFICE MATERIALS AND
SUPPLIES (CONT'D)**

32021 MAILING TUBES AND CASES STORAGE
BOXES
32032 INDEX CARDS
32033 LIBRARY SUPPLIES
32041 KRAFT MAILING BAGS
32042 DICTATING AND TRANSCRIBING SUPPLIES
32044 DUPLICATING SUPPLIES
32045 PACKAGING MATERIALS
32046 LABELS
32047 RIBBONS - TYPEWRITERS, BUSINESS
MACHINES
32048 PENCILS
32050 PAPER STOCK

METER PARTS

32120 WATER METER PARTS

MINOR TOOLS

32210 HANDTOOLS AND ACCESSORIES
32211 ARBORIST TOOLS
32212 BANDSAW BLADES
32213 PNEUMATIC TOOL ACCESSORIES
32214 WELDING TOOL ACCESSORIES
32215 LADDERS
32216 FARRIERS TOOLS
32217 ELECTRONIC TESTING TOOLS
32218 AUTOMOTIVE TOOLS
32219 CONTRACTORS IMPLEMENTS
32230 LIGHT POWER TOOLS

**PLUMBING, AIR CONDITIONING, HEATING,
REFRIGERATION MATERIALS AND
SUPPLIES**

32310 PLUMBING SUPPLIES
32312 CURB STOPS
32315 PLUMBING AND HEATING CONTROLS

32321 VALVES AND VALVE PARTS
32322 PACKING
32330 HOSES
32331 PIPE - ALUMINUM, BRASS, STEEL AND
STAINLESS STEEL
32332 PIPE FITTINGS, CAST AND DUCTILE IRON
32334 LEAD PIPE
32335 COPPER TUBING AND FITTINGS
32336 TERRA COTTA PIPE
32337 CORRUGATED PIPE
32338 CONCRETE PIPE

**PLUMBING, AIR CONDITIONING, HEATING,
REFRIGERATION MATERIALS AND
SUPPLIES (CONT'D)**

32339 PLASTIC PIPE
32340 BRASS FITTINGS
32341 BRONZE FITTINGS
32342 CAST IRON FITTINGS
32344 MALLEABLE IRON
32353 PLUMBING FIXTURE REPAIR PARTS
32360 REFRIGERATION, HVAC SUPPLIES
32361 TEMPERATURE CONTROLS
32362 GAS TUBE FITTINGS
32370 PLUMBING AND HEATING PARTS
32371 BOILER TUBES
32372 BOILER SECTIONS
32373 BOILER GASKETS
32380 AIR FILTERS
32381 GAUGES

**ARTIST, PHOTOGRAPHIC AND PRECISION
MATERIAL AND SUPPLIES**

32410 ART SUPPLIES
32420 CRIME DETECTION SUPPLIES
32430 DRAFTING SUPPLIES
32450 PHOTOCOPY SUPPLIES
32451 PHOTOGRAPHIC SUPPLIES
32452 MICROFILM SUPPLIES
32453 X-RAY FILM
32454 FAX MACHINE SUPPLIES
32455 RECYCLED CARTRIDGES, RECYCLED
RIBBONS
32460 CLOCKS
32462 STOPWATCHES
32463 PRECISION INSTRUMENTS, RECORDING
CHARTS, PARTS AND SUPPLIES FOR
RECORDING

**PRINTING AND REPRODUCTION, PRINTING
AND BINDING MATERIALS AND
SUPPLIES**

32501 BLUE LINE PRINTING
32510 PRINTING AND BINDERY SUPPLIES
32513 BOUND BOOKS
32520 ENGRAVING
32521 ENGRAVING BOND
32522 ENGRAVING PHOTO
32523 PLATE MAKING
32530 PRINTING OF TAGS AND LABELS
32531 ENVELOPE PRINTING
32532 LASER PRINTING
32533 TYPESETTING
32534 POSTERS

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
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**PRINTING AND REPRODUCTION, PRINTING
AND BINDING MATERIALS AND
SUPPLIES (CONT'D)**

32535 FOUR COLOR PRINTING
32540 OFFSET PRINTING
32541 PRINT SNAP OUT FORMS
32542 PRINTING TIME CARDS
32560 LEGAL PRINTING
32561 PRINTING OF REPRODUCTIONS

**RECREATIONAL AND EDUCATIONAL
MATERIALS AND SUPPLIES**

32610 INSTRUCTIONAL AIDS
32612 GAMES AND TOYS
32620 ATHLETIC AND PLAYGROUND SUPPLIES
32625 INDUSTRIAL ARTS SUPPLIES
32630 HANDICRAFT SUPPLIES
32631 CERAMICS
32636 ARTS AND CRAFTS SUPPLIES
32640 NOVELTIES AND GREETING CARDS
32650 MUSICAL INSTRUMENTS
32655 MUSICAL SUPPLIES
32660 PLAYGROUND EQUIPMENT REPLACEMENT
PARTS
32661 SWIMMING POOL REPLACEMENT PARTS

MOTOR VEHICLE PARTS AND ACCESSORIES

32810 AUTOMOTIVE SUPPLIES
32812 LEAK AND CLEAN UP SUPPLIES
32813 MOTOR VEHICLE PARTS - NATURAL GAS
32815 AUTOMOTIVE GLASS INSTALLATION
32817 TIRES AND TUBES
32820 TRAFFIC SAFETY SYSTEMS SUPPLIES
32821 AUTOMOTIVE PARTS FOR REFABRICATION/
RETROFITTING
32822 REPLACEMENT PARTS; OEM, MEDIUM &
HEAVY DUTY TRUCKS
32830 AUTOMOTIVE, TRUCK ENGINES - RE-
MANUFACTURED
32832 BATTERIES
32852 AUTOMOTIVE SOLVENTS
32853 TIRE REPAIR TOOLS & SUPPLIES
32838 TIRE CHAINS
32888 INDUSTRIAL V-BELTS

**TOBACCO, TOBACCO PRODUCTS AND
SMOKING ACCESSORIES**

32910 TOBACCO, TOBACCO PRODUCTS AND
SMOKING ACCESSORIES

LUBRICANTS AND GREASES

33500 LUBRICANTS
33510 GREASES
33530 OILS (MOTOR)
33540 TRANSMISSION FLUID
33550 REREFINED OILS AND REREFINED
TRANSMISSION FLUID
33560 HYDRAULIC BRAKE FLUID

DIESEL FUELS AND GASES

34001 NUMBER 2 DIESEL FUELS
34101 COMPRESSED NATURAL GAS
34201 LIQUID PROPANE GAS
34301 METHANOL
34401 ETHANOL
34500 DIESEL FUEL
34510 GASOLINE

AGRICULTURAL AND BOTANICAL EQUIPMENT

40110 MOTORIZED FARM EQUIPMENT AND
AGRICULTURAL MACHINERY
40120 NON-MOTORIZED FARM EQUIPMENT
40121 POWER LAWN MOWERS

DINING ROOM AND KITCHEN EQUIPMENT

40310 APPLIANCES, INSTITUTIONAL
40320 APPLIANCES, HOUSEHOLD
40330 MISCELLANEOUS KITCHEN EQUIPMENT
40340 FOOD SERVICE FIXTURES AND EQUIPMENT

**CONSTRUCTION, DREDGING, CONVEYING AND
HOISTING EQUIPMENT**

40510 HEAVY CONSTRUCTION EQUIPMENT
40512 SCAFFOLDS AND TRESTLES
40513 CRANES
40514 HOISTS
40550 MATERIALS HANDLING EQUIPMENT
40560 PACKAGING MACHINERY

**ELECTRICAL LIGHTING AND
COMMUNICATION EQUIPMENT**

41010 INDUSTRIAL BATTERIES
41020 ELECTRICAL TEST INSTRUMENTS
41030 ELECTRIC MOTORS AND GENERATORS

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
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**ELECTRICAL LIGHTING AND
COMMUNICATION EQUIPMENT
(CONT'D)**

41040 MOTOR CONTROL AND SWITCHGEAR
EQUIPMENT
41050 GENERAL LIGHTING EQUIPMENT
41051 TRAFFIC SIGNALS
41052 AIRPORT LIGHTING
41053 STAGE LIGHTING
41054 TRAFFIC SAFETY EQUIPMENT
41060 TELEPHONE EQUIPMENT
41062 RADIO EQUIPMENT
41063 SOUND AMPLIFICATION EQUIPMENT
41065 AUDIO, VIDEO EQUIPMENT
41066 CLOSED CIRCUIT TELEVISION EQUIPMENT
41067 SOUND EQUIPMENT
41070 ALARM SYSTEMS

GENERAL EQUIPMENT AND MACHINERY

41110 SHOP EQUIPMENT
41111 PAINTING EQUIPMENT
41112 LUBRICATING EQUIPMENT
41113 LOCKSMITH EQUIPMENT
41120 AUTOMOTIVE EQUIPMENT
41122 POWER TOOLS
41130 AIR COMPRESSORS
41131 GASOLINE GENERATORS AND GASOLINE
FIRED TOOLS
41132 ELECTRIC MOTORS
41134 PUMPS
41135 STEAM CLEANING MACHINES
41150 SHEET METAL WORKING MACHINERY
41170 WELDING EQUIPMENT
41180 AUTOMOTIVE, TRUCK ENGINES - NEW

FIREFIGHTING AND EMERGENCY EQUIPMENT

41210 FIRE HOSE AND PUMPS
41211 FIRE HYDRANTS
41212 FIRE EXTINGUISHERS
41214 SPRINKLER SYSTEMS
41221 GAS STORAGE TANKS
41230 SAFETY EQUIPMENT
41240 FIREARMS

HOSPITAL AND LABORATORY EQUIPMENT

41710 DIALYSIS MACHINES
41720 ELECTRONIC DIAGNOSTIC EQUIPMENT
41730 GAS CHROMATOGRAPH AND
SPECTROGRAPH EQUIPMENT
41740 MICROSCOPES

**HOSPITAL AND LABORATORY EQUIPMENT
(CONT'D)**

41750 PACEMAKERS
41760 X-RAY EQUIPMENT
41770 HOSPITAL EQUIPMENT
41771 DENTAL EQUIPMENT
41772 OPTICAL EQUIPMENT
41773 HEARING EQUIPMENT
41780 LABORATORY EQUIPMENT
41790 STERILIZERS
41795 SCIENTIFIC TEST EQUIPMENT

JANITORIAL AND LAUNDRY EQUIPMENT

41810 INDOOR CLEANING MACHINERY AND
EQUIPMENT, INSTITUTIONAL
41811 INDOOR CLEANING MACHINERY AND
EQUIPMENT, HOUSEHOLD
41812 MOPPING TRUCKS
41820 EXTERMINATING EQUIPMENT
41821 DISINFECTING EQUIPMENT
41830 LAUNDRY AND DRY CLEANING
MACHINERY AND EQUIPMENT,
INSTITUTIONAL USE

NAUTICAL AND AERONAUTICAL EQUIPMENT

41910 AERONAUTICAL EQUIPMENT/HELICOPTERS
41920 NAUTICAL EQUIPMENT
41930 OUTBOARD MOTORS

OFFICE EQUIPMENT

42010 CASH REGISTERS
42011 CHECK SIGNING, PERFORATING AND
VALIDATING EQUIPMENT
42012 COIN CHANGING EQUIPMENT
42013 OFFICE EQUIPMENT (NOT OTHERWISE
CLASSIFIED)
42020 DICTATING AND TRANSCRIBING
EQUIPMENT
42021 TYPEWRITERS
42022 WORD PROCESSING EQUIPMENT
42030 ADDRESSING AND MAILING EQUIPMENT
42040 DUPLICATING EQUIPMENT
42041 PHOTOCOPIER EQUIPMENT
42050 CALCULATORS
42054 FACSIMILE TRANSCIEVERS EQUIPMENT

METERS

42120 WATER METERS

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
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**PLUMBING, AIR CONDITIONING,
REFRIGERATION, AND SPACE HEATING
EQUIPMENT**

42310 PLUMBING EQUIPMENT
42318 AIR CIRCULATORS (FANS)
42320 AIR CONDITIONING UNITS
42330 WATER COOLERS
42331 REFRIGERATION EQUIPMENT -
INSTITUTIONAL USE
42332 REFRIGERATION EQUIPMENT -
HOUSEHOLD USE
42340 SPACE HEATING EQUIPMENT AND
VENTILATION
42341 UNIT HEATERS
42342 BOILERS
42350 VENTILATING EQUIPMENT
42360 WATER TREATMENT EQUIPMENT

**PRECISION, PHOTOGRAPHIC AND ARTIST'S
EQUIPMENT**

42410 METEOROLOGICAL AND AEROLOGICAL
INSTRUMENTS
42420 FLOWMETERS
42421 RADIATION EQUIPMENT
42422 SCALES
42423 GAS DETECTION EQUIPMENT
42430 OPTICAL INSTRUMENTS
42440 PHOTOGRAPHIC AND PROJECTION
EQUIPMENT
42441 DRAWING EQUIPMENT
42442 MICROFILM EQUIPMENT
42450 RECORD AND TIME - INDICATING
EQUIPMENT
42460 SURVEYING, DRAFTING AND BLUE
PRINTING EQUIPMENT
42470 ARTIST'S EQUIPMENT
42495 VOTING MACHINES

PRINTING AND BINDING EQUIPMENT

42510 PRINTING, TYPESETTING, OFFSET, AND
BINDERY EQUIPMENT

**RECREATIONAL AND EDUCATIONAL
EQUIPMENT**

42612 SEWING MACHINES
42620 PHYSICAL EDUCATION EQUIPMENT
42622 TRACK AND FIELD EQUIPMENT
42640 GYM EQUIPMENT
42650 SWIMMING POOL EQUIPMENT
42668 PLAYGROUND EQUIPMENT

**RECREATIONAL AND EDUCATIONAL
EQUIPMENT (CONT'D)**

42669 CAMPGROUND EQUIPMENT
42670 THEATRICAL EQUIPMENT
42690 ART EQUIPMENT
42691 HANDICRAFT EQUIPMENT
42692 HOBBY SHOP AND CERAMIC EQUIPMENT
42693 JEWELRY AND LEATHER EQUIPMENT

COMPUTER EQUIPMENT

42710 COMPUTER EQUIPMENT AND
PERIPHERALS - NEW
42720 COMPUTER EQUIPMENT AND
PERIPHERALS - USED

VEHICLES

42810 AUTOMOBILES
42811 JEEPS
42812 MOTORCYCLES
42820 BUSES
42830 HEAVY DUTY TRUCKS
42831 LIGHT DUTY TRUCKS
42840 HAND TRUCKS
42842 FORK LIFT TRUCKS
42850 AERIAL LIFT TRUCKS
42851 TRUCK CABINETS
42852 TRUCK BODIES
42853 SPECIAL TRUCK BODIES
42854 UTILITY TRUCK BODIES
42880 TRAILERS
42881 FIRE APPARATUS

FURNITURE AND FURNISHINGS

43010 OFFICE FURNITURE
43011 METAL PARTITIONS
43012 SAFES
43013 UPHOLSTERED FURNITURE
43014 FILING CABINETS
43016 CLASSROOM FURNITURE
43017 TABLES
43020 HOSPITAL FURNITURE
43021 SCIENCE FURNITURE
43023 DATA PROCESSING FURNITURE
43030 LIBRARY FURNITURE
43040 HOUSEHOLD FURNITURE
43041 BEDS
43050 PARK BENCHES
43051 BLEACHERS
43060 SHOP FURNITURE

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT
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FURNITURE AND FURNISHINGS (CONT'D)

43061 LOCKERS
43070 CARPETS AND RUGS

PUBLIC WORKS CONSTRUCTION

60010 GENERAL CONSTRUCTION
60210 MECHANICAL - INDUSTRIAL
60300 LANDSCAPING
60410 WATER AND SEWER RECONSTRUCTION
60600 TREE REMOVAL
60700 DEMOLITION
60800 BUILDING REHABILITATION
60930 CHAIN LINK FENCING
61100 ROOFING
61200 HVAC
61400 PLUMBING
61700 ELECTRICAL
61810 SPRINKLER SYSTEM
61820 FIRE/SECURITY SYSTEMS
62200 WINDOW REPLACEMENT
62400 PAINTING
62500 ELEVATOR AND ESCALATORS
63010 OUTDOOR LIGHTING
63100 MASONRY
63110 STUCCO
63710 GUNITE LINING
63720 RESIN IMPREGNATED LINING
66000 ASBESTOS REMOVAL
66200 FUEL TANK CONSTRUCTION
67010 STREETS RECONSTRUCTION
67100 CURB CUT RAMPS AND PAVEMENT
MARKINGS
67200 BRIDGE RECONSTRUCTION
67300 PAVING, RESURFACING
67301 MILLING
67610 TRAFFIC SIGNAL SYNCHRONIZATION



CITY OF PHILADELPHIA

PROCUREMENT DEPARTMENT
120 Municipal Services Building
Philadelphia, Pa 19102-1685
(215) 686-4750
FAX (215) 686-4728

Hugh Ortman
Procurement Commissioner

Dear Vendor:

The City of Philadelphia ("City") Procurement Department implemented a change to the City Home Rule Charter that allows for a five percent (5%) bid preference for certified local vendors. The change became effective for all bids opening July 1, 2004 and later. The impact is that the City will reduce the bid price of local vendors by 5% as part of the bid evaluation to determine the lowest bidder. If awarded a contract as a result of the 5% preference, the local vendor will still be paid based on the actual price stated in the bid document.

In order to qualify for local preference in a bid submission, a bidder must be certified as a Local Business Entity by the City's Procurement Department. If you would like to apply for certification you must go to the following internet web address:

<http://www.phila.gov/bids>

Once the application is completed and submitted, you will receive by return e-mail either a certification number or request for additional information. We encourage all vendors who qualify to complete the application as soon as possible.

Hugh Ortman
Procurement Commissioner

City of Philadelphia Local Business Entity Certification Application

In accordance with Section 17-109 of The Philadelphia Code, through submission of this application, I¹ represent that my company qualifies to be a certified Local Business Entity based on the representations made herein and any supporting evidence presented to the Procurement Department.

1. During the preceding twelve (12) months, I filed a business privilege tax return with the City of Philadelphia ("City") establishing that my company conducted business within the City within the calendar year preceding the filing of the return.

AND

2. During the preceding eighteen (18) months:

I have continuously maintained a valid business privilege license² and all other licenses and permits necessary to conduct business with the City; and

I have continuously occupied an office within the City, where my company's business is conducted; and

I satisfy at least one of the following requirements (check applicable box):

- More than half of my company's full-time employees work in the City at least sixty percent (60%) of the time;
or
- More than fifty (50) of my company's full-time employees work in the City at least sixty percent (60%) of the time;
or
- My company's principal place of business is located in the City of Philadelphia.³

Tax ID/FEIN		Business Privilege License (BPL) Number Date Issued	
Contact Name		Company Name	
Address(es)		Room/Suite/Floor	
City		State/ZIP	
Phone		Facsimile	
E-mail		Website	

¹ These are representations of the Business Entity for and on behalf of the applicant Business Entity. If applicant Business Entity is a Joint Venture or Partnership, it is required to meet all of the qualifications stated herein including, without limitation, filing of a business privilege tax return solely on behalf of the Joint Venture or Partnership and maintaining a BPL issued solely for the Joint Venture or Partnership.

² A business privilege license is not automatically provided to a Business Entity when they file a business privilege tax return. The Business Entity MUST pay a fee (\$250) to the Department of Licenses and Inspections of the City of Philadelphia in order to properly receive a business privilege license.

³ If your principal place of business is not located in the City, provide both the address for your principal place of business and the address of your City location; you will be required to provide employment and other data necessary to establish your qualifications and may be subject to a site inspection of your City location.

By submission of this application, I hereby certify that I am not tax delinquent and waive the provisions of Section 19-506(2) of The Philadelphia Code by expressly authorizing the Revenue Department to share with the Procurement Department and its designees, all information in the possession of the Revenue Department concerning my company, including any information that would otherwise be confidential. I also agree, if required by the Procurement Department, to submit to a site inspection of my office(s) located within the City and I agree to provide employment data, real estate records and any other data or documentation as deemed necessary by the Procurement Department to establish that the Business Entity has met the requirements for certification.

I agree that any material change to ownership or control of my company or a change in the location, telephone number, or business operations of my company that occurs subsequent to my submission of this application must be reported to the Procurement Commissioner promptly and I understand that the failure to do so, without limiting any other remedies available to the City, may result in the suspension or revocation of my certification as an LBE, the assessment of liquidated damages and/or debarment.

Each year, on or before the anniversary of my certification, I will provide to the Procurement Commissioner, an affidavit affirming that my company continues to meet the requirements for an LBE and is not delinquent in the payment of any City or School District of Philadelphia taxes or related fees.

I am authorized to make the representations contained herein. I hereby verify that all representations made herein are true and correct and acknowledge that the submission of false information is subject to the penalties of 18 Pa.C.S.A.§4904 relating to unsworn falsification to authorities.

Signature: _____ Date: _____

Please complete and submit this application by facsimile to the Procurement Department at 215-686-4767, along with your company's latest business privilege tax return filed with the City of Philadelphia.

You will receive your certification number via e-mail. You are not certified until you receive your certification number from the Procurement Department. For questions please contact the Procurement Public Information Unit at 215-686-4746.

SMALL ORDER PURCHASE PROGRAM

To increase the use of small businesses as suppliers, the City of Philadelphia has developed a program to provide bidding opportunities to small businesses on purchases \$30,000.00 or less. Departments now limit solicitation of bids for small order purchases to small businesses. In order to bid on these type of purchases, a vendor must be a certified firm with the City's Office of Economic Opportunity/OEO (formerly Minority Business Enterprise Council/MBEC) and/or be registered as a small business with the U. S. Small Business Administration (now known as CCR). In addition, a vendor must be registered with the City and be on the Bid Announcement List for their particular commodity or commodities.

To register with the City of Philadelphia to be on the bidders list, vendors must complete the Bid Announcement List Application attached. To register as a small business you may go directly to our website at www.phila.gov/bids, off to the left is a link for SBA Registration.

Vendors certified with the City's Office of Economic Opportunity/OEO (formerly Minority Business Enterprise Council/MBEC) or those registered with the U. S. Small Business Administration as a small business, **and** those who are on the City's Bid Announcement List could contact City departments directly to see if they are planning to solicit for items in their commodity area.

Questions regarding vendor registration should be directed to the Procurement Department's Public Information Unit at 215-686-4720, or email: bid.info@phila.gov.



CITY OF PHILADELPHIA

OFFICE OF THE DIRECTOR OF FINANCE
Suite 1330 MSB
1401 JFK Boulevard
Philadelphia, PA 19102-1693

Dear Valued Vendor,

The City of Philadelphia is pleased to announce a program that offers you the option of receiving your payments electronically rather than by check. This will allow for more timely receipt of payments and provide you with the ability to better manage your accounts receivable.

If you are interested in receiving payments electronically, please respond by completing the attached **ACH Vendor Enrollment and Change Form**, and faxing it to the attention of James G. Plewes, Manager, Accounting Verification at 215-686-6192 or mailing it to him at 1401 JFK Blvd., Room 1330, Philadelphia, PA 19102.

The **ACH Vendor Enrollment and Change Form** consists of three sections:

- (1) Payers Information, which is already completed by the City of Philadelphia;
- (2) Payee Information, which must be completed by your company representative;
- (3) Financial Institution Information which must be completed and signed by an authorized official of your banking institution.

The City of Philadelphia will electronically deposit your payments into the account you designate, and we will also transmit addendum payment information to your banking institution. This addendum information will consist of invoice numbers, applicable credit memos and amounts, adjustments and comments about the particular payments. This will be the only form of notification you will receive regarding the funds deposited into your account. Your financial institution must be capable of forwarding this addendum information to you. The method could be by fax, e-mail, report or data file transmission. There may be a charge to your company imposed by your financial institution for this service.

If you have any questions regarding this opportunity, please call James G. Plewes at 215-686-6168.

**CITY OF PHILADELPHIA
ACH VENDOR ENROLLMENT AND CHANGE FORM**

New Enrollment Change to Existing Enrollment

PAYERS INFORMATION

Payer's Name: City of Philadelphia - Office of the Director of Finance
Payer's Address: 1401 John F. Kennedy Boulevard
Room 1340 Municipal Services Building
Philadelphia, PA 19102
Payer's Contact: James G. Plewes Telephone Number 215-686-6168
FAX Number 215-686-6192

PAYEE/COMPANY INFORMATION

Business Name: _____
Federal Employer Identification No., or -
Social Security Number: -
Payee Contact Name: _____
Payee Contact Telephone Number: -
Payee Contact Address: _____

FINANCIAL INSTITUTION INFORMATION

Bank or Financial Institution Name: _____
ACH Coordinator Name: _____
ACH Coordinator Telephone Number: - -
Nine Digit Routing Transit Number:
Depositor Account Number:
Depositor Account Title: _____
Type of Business Account: Checking Savings
ACH Addendum Information will be in a CTX Format:
Method Selected by Payee to Receive Remittance Information from Bank or Financial Institution:
 FAX E-Mail
 Hard Copy Report Data File Transfer
 Other (Explain) _____
Signature of Authorized Bank Official: _____
Title of Authorized Bank Official: _____
Telephone of Authorized Bank Official: -

ANY CHANGE OF ACCOUNT INFORMATION MUST BE COMMUNICATED TO THE CITY OF PHILADELPHIA AT LEAST 30 DAYS IN ADVANCE OF TARGET DATE . FAILURE TO DO SO WILL CAUSE THE CANCELLATION OF ACH TRANSMISSIONS.



CITY OF PHILADELPHIA

INSTRUCTIONS FOR GETTING PAID

BY THE CITY OF PHILADELPHIA

The City attempts to process invoices in a timely manner. Delays can occur because of incomplete or inaccurate invoicing information. Please make sure that all your invoices contain the following information to help the City in paying you as quickly as possible.

- 1. AFTER THE DELIVERY OR SERVICES HAS BEEN COMPLETED YOU MUST SUBMIT THREE (3) COPIES OF AN INVOICE FOR PAYMENT TO THE RECEIVING DEPARTMENT LISTED ON THE PURCHASE ORDER.**
- 2. THE INVOICE MUST CORRECTLY REFERENCE THE PURCHASE ORDER NUMBER, THE VENDOR NAME, ADDRESS AND FEDERAL EMPLOYER IDENTIFICATION NUMBER.**
- 3. CHECKS WILL ONLY BE MADE PAYABLE TO THE COMPANY NAME AS SHOWN ON THE PURCHASE ORDER; THE INVOICE MUST REFLECT THIS SAME COMPANY NAME AS THE "PAY TO".**
- 4. THE INVOICE MUST SHOW THE QUANTITY AND TYPE OF ITEM OR SERVICE AND THE PRICE.**
- 5. THE UNIT OF PURCHASE ON THE INVOICE MUST AGREE WITH THE UNIT CITED ON THE PURCHASE ORDER. REFERENCE TO THE SPECIFIC LINE ITEM IS HELPFUL.**

Paying vendors is the responsibility of the *receiving* City Department(s), not the Procurement Department. Vendors should bring any problems concerning payments to the attention of the appropriate City receiving department. The name and number of the contact person can generally be found on the purchase order. If all necessary paperwork has been submitted to the department and questions still remain, vendors should contact:

**City of Philadelphia
Accounting Verification
Room 1340 Municipal Services Building
1401 J.F.K. Blvd.
Philadelphia, PA 19102
Tel. 215 686 6365**

VENDORS INTERESTED IN RECEIVING PAYMENTS ELECTRONICALLY MUST COMPLETE AN ACH VENDOR ENROLLMENT AND CHANGE FORM. THIS FORM CAN BE DOWNLOADED FROM WWW.PHILA.GOV/BIDS.

BIDDERS GUIDELINES*

The following list will assist you in the preparation of your bid.

- Read the entire bid so that you fully understand all the requirements.
- All bids must be submitted to the City no later than the time and date states as the Bid opening.
- Note the City Anti-Discrimination Policy. If Department of Commerce Office of Economic Opportunity (OEO) Participation is required be sure to fill out all appropriate forms. If you have questions call OEO at (215) 683-2000.
- Make sure you submit the appropriate Bid Security and Bid Submission Fee with your bid. Refer to Section 1 of the bid and the Conditions of Bidding sheet.
- Bidder must meet all qualifications.
- If an alternate to any item is being offered, you must follow the instructions in paragraph 2 of the Conditions of Bidding sheet.
- Does the bid require a site inspection, attendance at a Pre-Bid Meeting, samples, financial information or other data you must provide?
- Have you signed and returned all Addenda?
- If the bid is going to be awarded as a whole, you must bid on all items. See Section 3 of the bid: Bid Evaluation and Award.
- Bidders' attention is directed to the Conditions of Bidding sheet regarding the Master Performance Bond.
- Bids and pricing must be written in ink or typed. Faxed bids will not be accepted.
- Do not submit counter terms or conditions. **Your bid will be rejected.**
- Have you signed the Contract Page and affixed your Corporate Seal as required?
- **Do not** combine check amounts. All checks should be individual and specific.
- Please double check all mathematical calculations for errors.

If you have questions call Public Information at (215) 686-4720.

*This information is provided for guidance only and does not preclude your responsibility to read fully and respond to all portions of the bid.



**CITY OF PHILADELPHIA
PROCUREMENT DEPARTMENT
Public Information Unit**

ATTENTION VENDORS

If your company would like to receive the results of a particular bid, the Public Information Unit of the Procurement Department will forward this information to you at a **\$10.00 fee, company check or money order only, no personal checks or cash, for each bid number requested.** Please be advised that bid tabulations **are not available** by telephone. If you have any questions, Please call 215-686-4755 or 215-686-4756.

BID RESULTS REQUEST FORM

Please complete form below. Only one (1) request per form.

Date of Request: _____

Bid Number Requested: _____ Opening Date: _____

Company Name: _____

Company Representative: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Mail this Request to the address below and enclose the following items:

- Company check or Money Order payable to **“City of Philadelphia”**
- A self-addressed stamped envelope which is at least 9 ½ ” x 12 ½ ” or larger for each Bid requested.

Failure to send either of the above items, will void your request.

Mail Request To:

The Procurement Department Public Information Unit
Attention: Bid Results
1401 JFK Blvd.
Room 170B
Philadelphia, PA 19102

COMPANY CHECK OR MONEY ORDER ONLY